Adding and Deleting Household Members

To ADD a person to a case:

Step	Action
1.	'Next' to the **CLIM** (Client Inquiry/Maintenance) Menu.
2.	Type a character next to the **INOP** function, then enter the person's SSN and identifying information (name, address, birthdate, etc.) in Sections 1 and 2 of the screen. Press Enter. The next step will depend on the results of the inquiry: • If the message *"No client found using SSN"* is displayed: Select INOP again and press Enter. This will perform a second search on the surname. If the message *"No client found using surname"* now displays, skip ahead to the **ADNC** (Add NEW Client) instructions below. • If possible matches are displayed on the **CLIS** (Client Short List) screen: Review the list of persons. If one appears to match your inquiry, enter the sequence number for that person at the bottom of the CLIS screen; press Enter. This accesses the CLPR screen: • If the client's **CLPR** (Client Profile) screen is displayed: Examine the name, birthdate, etc. to verify it is the correct person. – If this is the correct person, type 'Y' in the "Save This Client For Maintenance" field and press Enter. This selects the client so that you can add him/her to the case. Skip ahead to the **ADEC** (Add EXISTING Client) instructions below. – If this is NOT the correct person, press F2 to return to the CLIM menu, and conduct another search if desired. If the client is not found, skip to the **ADNC** instructions below.
3.	**Use the ADNC or ADEC procedure below, as appropriate.**

ADNC – **Add New Client** ADNC is used when the person was NOT found during the inquiry.	1. Type a character next to ADNC. (The information you entered in Sections 1 and 2 should still be there. Do not change this information, or the system will require that you re-inquire on the new information.) 2. Tab to bottom section of the screen. Enter the case number where indicated, and in the Benefit Period Start field type the month in which benefits will begin for the client. • You may also define an end date in the "Period End" field, if appropriate for the situation. 3. Press Enter. The new person is added to the database AND to the case. • Be sure to complete all required screens for the person, starting with SEPA and following the default screenflow.

ADEC – **Add Existing Client** ADEC is used when the person WAS found during the inquiry.	1. Type a character next to ADEC. 2. Tab to the lower section of the screen and enter the case number. 3. Enter the date on which benefits should start (MMDDYY) in the "Benefit Period Start" field. 4. IF needed, specify the end month in "Delete Month or Period End" field. – Example: A person is already in the case for July 2000, but you also need to add him for the previous month (beginning on the 1st). Benefit Period Start: 060100 Delete Month or Period End: 0600 5. Press Enter. The person is added to the case. 6. Be sure to complete all required screens for the person, starting with SEPA and working through the default screenflow.

To DELETE a person from a case:

- If benefits have already been issued, members may not be deleted from that month.

Step	Action
1.	'Next' to **SEPA** for the affected month(s), and change the person's participation code to **OU** (Out) for all programs. (Benefits must not have been issued.)
2.	'Next' to the **CLIM** menu. Type a character next to **INOP**, and enter the person's SSN or Name in the appropriate field. Press Enter to inquire on the person. Two results are possible: • *If CLIS shows more than one possible match:* Enter the correct person's sequence number to access his/her CLPR screen. • *If CLPR is displayed:* Type **Y** in the "Save Client For Maintenance" field; press Enter. This selects the person and returns to the CLIM menu.
3.	On CLIM, type a character next to **DECC** (Delete Client from Case). Then tab to the lower section, enter the case number, and specify the month of deletion in the "Delete Month or Period End" field. Press Enter. Note: The message *"Client has been deleted from case as of the current bnft month"* will display. This may be confusing if the month you specified was not the current month. However, the system will have deleted the person from the correct month.